



HEADQUARTERS
CIVIL AIR PATROL CONNECTICUT WING
2013 CTWG ENCAMPMENT
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WING POLICY/REQUIREMENT FOR SUBORDINATE UNITS TO CREATE AND SUBMIT CRISIS COMMUNICATIONS AND PUBLIC RELATIONS PLANS

THIS INSTRUCTION OUTLINES THE WING POLICY FOR THE SUBMISSION AND APPROVAL OF SUBORDINATE UNIT PUBLIC RELATIONS AND CRISIS COMMUNICATIONS PLANS

1. As per CAPR 190-1, paragraph 7(a) Planning. "PAOs at the flight/squadron, group, wing and region levels will develop an annual Public Relations plan to promote CAP, its goals and missions for internal and external audiences, and a crisis communications plan to deal rapidly and effectively with emergencies."
2. Each squadron and group Public Affairs Officer within the wing is responsible to create an initial Public Relations Plan and Crisis Communications plans and modify them annually as per CAP regulations as found in CAPR 19-1. In lieu of the PAO, the squadron or group commander or their designee will be responsible for this task. Plans must be approved by the squadron and group commanders before being submitted to the wing.
3. These plans will be delivered NLT 31 January of each year to the wing public affairs officer who will then submit the plan to the wing commander for their approval before being delivered to region and national headquarters. If a unit needs help in establishing the initial plans the wing PAO may assist, there are also step by step guidelines on the national public affairs website to help in writing these plans.

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KENNETH CHAPMAN, COL, CAP
Commander